



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5100.1 CH-1  
014

18 APR 1997

NAS LEMOORE INSTRUCTION 5100.1 CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: AWARDS FOR ACHIEVEMENT IN SAFETY

Encl: (1) Revised page 5 and 6, and new page 7 of enclosure (1)

1. Purpose. To transmit change transmittal 1 to the basic instruction.

2. Action. Remove pages 5 and 6 of enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.

A handwritten signature in dark ink, appearing to read "L. D. Childress", is positioned above the printed name.

L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)  
Lists B and E



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014

14 FEB 1996

### NAS LEMOORE INSTRUCTION 5100.1

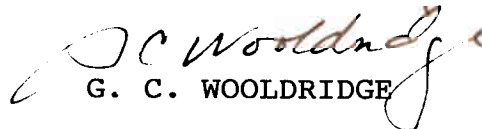
From: Commanding Officer, Naval Air Station, Lemoore

Subj: AWARDS FOR ACHIEVEMENT IN SAFETY

Ref: (a) SECNAVINST 5100.15A

Encl: (1) Safety Award Program

1. **Purpose.** To provide command policy and guidance for implementation of Awards for Achievement in Safety at Naval Air Station Lemoore.
2. **Policy.** It is command policy to encourage civilian employees and military personnel to apply safe work practices in all their daily operations. The safety award program is established to stimulate and maintain interest in mishap prevention and to provide official recognition of supervisors, groups and individuals for commendable safety achievements.
3. **Applicability.** The provisions of this instruction apply to all NAS Lemoore Navy civilian and military personnel primarily engaged in industrial operations, construction, transportation and similar support functions.
4. **Action.** Senior management, middle management and first line supervision shall actively promote and encourage safe work practices through incentives and the safety award program established herein.

  
G. C. WOOLDRIDGE

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14 FEB 1996

## SAFETY AWARDS PROGRAM

### 1. Responsibilities

a. The Occupational Safety and Health (OSH) Manager shall administer the safety award program for NAS Lemoore civilian and military personnel which shall include:

(1) Ensure all applicable persons and work groups are considered for the appropriate awards.

(2) Maintain log of occupational injuries and illnesses for civilian and military personnel.

(3) Determine work groups, supervisors, government motor vehicle, and Material Handling(MH) and Construction Equipment(CE) operators eligible for award consideration. Prepare appropriate awards and submit to the Commanding Officer for review and signature.

b. Department heads will actively support and promote the safety award program which shall include:

(1) Provide updated lists, upon request of the OSH Office, of assigned supervisors, government motor vehicle and MH and CE operators.

(2) Ensure safety award presentations are made promptly and with an appropriate ceremony and publicity.

(3) Ensure safety achievements are considered in qualifying and selecting civilian personnel for promotion. Evaluation/fitness reports for military personnel should reflect achievements in safety.

### 2. Types of Awards

#### a. Department of the Navy Accident Prevention Award (Group)

(1) Description. This award is issued to work groups such as shops, section crews and similar components which are engaged in sufficiently hazardous work (see paragraph (2) below) and which have completed a fiscal year without a disabling work/duty injury. It consists of a group certificate and individual wallet-sized cards signed by the Commanding Officer.

(2) Definition. A group as used for purposes of this award is an autonomous unit having an average of seven or more military and/or civilian personnel assigned during the period under consideration. Group awards may also be issued to entire divisions or departments which perform hazardous operations. Examples are crash crews, damage control crews, maintenance

14 FEB 1996

crews, entire staffs of laboratories, commissaries, print shops, fire departments, police security forces, etc.

(3) Criteria for Eligibility. In addition to the completion of a fiscal year without a disabling work/duty injury, the following conditions must be met:

(a) Work assignments must have been "grouped" for at least a fiscal year. Temporary working parties and other temporary work assignments are non-qualifying.

(b) The occurrence of a disabling work/duty injury during the fiscal year in any component automatically disqualifies the subdivision and the group of which it is a part for that award period.

(4) Selection of Award Winners. The Occupational Safety and Health Office will determine which work groups are eligible for award consideration.

b. Department of the Navy Accident Prevention Award (Supervisors)

(1) Description. Recognition for safe work performance is provided military and civilian supervisors who complete specified periods of time without a disabling work/duty injury to themselves or to personnel under their supervision. The following types of awards are made:

(a) Lapel Emblems. Awarded for each fiscal year completed. The cumulative number of years that the award has been granted is inscribed on the emblem.

(b) Wallet-Size Card Certificate. Awarded simultaneously with the lapel emblem for each fiscal year completed. This award is signed by the Commanding Officer and includes information indicating the cumulative number of times that the award has been granted.

(c) Certificates of Commendation. In addition to lapel emblems and wallet-size card certificates which indicate single award years, certificates of commendation (suitable for framing) are granted to supervisors for completing "milestone" periods (5, 10, 15, 20, etc., years) of safe work performance.

(2) Definitions

(a) A supervisor, military or civilian, is one who immediately directs the job efforts of a working group.

(b) A disabling work/duty injury is any impairment resulting from an accident or occupational illness which prevents

14 FEB 1996

a military person from performing regularly established duty or work for a period of 24 hours or more, subsequent to the day of injury; or prevents a civilian employee of the Navy from performing work for a full shift on any day subsequent to the day of injury.

(3) Criteria for Eligibility. Awards are granted under the following conditions:

(a) Awards may be granted to supervisors who are in charge of and responsible for a least seven persons engaged in production, construction, shipping, warehousing, or duties of a comparable nature. Supervisors in administrative and staff positions, such as office administrators and safety/health personnel, are not eligible for this award.

(b) A supervisor is eligible for recognition when he/she and all employees at every level under his/her supervision do not experience a disabling work/duty injury within a fiscal year. The supervisor next qualifies for cumulative award recognition for each fiscal year during which neither he/she or any of the personnel under his/her supervision sustain a disabling injury. If a supervisor is charged with a disabling injury during a fiscal year, he/she is disqualified for the year and must wait until the beginning of the next fiscal year to again start accruing a fiscal year of injury-free performance. When a supervisor fails to qualify for an award during the fiscal year, all higher echelons in the line of supervision of his/her position are disqualified for the same period. For a supervisor whose continuous record is interrupted by a disabling work/duty injury, an award earned following the disqualification period will recognize all previous perfect-record years.

(c) Awards are granted only to those supervisors who are directly responsible during an entire fiscal year for the safety of personnel performing duties of a nature qualifying them for this award. Supervisors who transfer or are reassigned in like capacity to another activity do not lose their accumulated eligibility for safety awards.

c. Department of the Navy Safe Driving Awards

(1) Description. A lapel emblem and a certificate signed by the Commanding Officer are issued to drivers of Navy motor vehicles (or leased or private vehicles on official business) who have completed a full fiscal year of safe driving. This award recognizes expert safe driving performance, not just average performance, and is based on the concept of defensive driving - the ability to avoid accidents in spite of the improper actions of other drivers and adverse driving conditions.

14 FEB 1996

(2) Definitions

(a) Motor Vehicle. In connection with safety awards, the term "motor vehicle" includes any non-combat, mechanically or electrically powered device, not operated on rails, upon which or by which any person or property may be transported or drawn upon a highway, and all trailers suitable for use in conjunction therewith. It includes ambulances, structural fire trucks, trucks, buses, tractors, bus trailers, semi-trailers and all types of passenger vehicles. It does not include bicycles, vehicles designed primarily for use on rails, construction equipment and materials handling equipment.

(b) Self-propelled Equipment. For the purpose of this instruction, self-propelled equipment is equipment capable of moving from place to place under its own power.

(c) Preventable Accident. A preventable accident on the part of a Navy vehicle driver or operator is any occurrence involving a Navy-owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to do everything he/she reasonably could have to prevent the occurrence.

(d) Traffic Violation. A chargeable traffic violation is any violation of traffic rules or regulations, on or off station, while driving a government-owned vehicle (or leased or private vehicle on official business) for which the driver is cited and for which he/she has been found guilty, has forfeited collateral, or has been disciplined under civilian or military regulations. When a traffic violation involves parking regulations, only unsafe parking shall be considered. Examples of unsafe parking: parking by a fire plug; double parking; parking too far from curb; parking too close to intersection.

(e) Safety Rule Violation. A chargeable operating safety rule violation is any violation of a published rule or regulation governing the use of equipment, on or off station, for which the operator is cited and he/she has been disciplined under the provisions of civilian or military regulations.

(f) Motor Vehicle Accident. For award purposes, a motor vehicle accident is any occurrence involving a Navy-owned or operated motor vehicle which results in death or injury or property damage of \$500 or more. The death or injury or property damage must be attributable directly or indirectly to the motor vehicle in transport. In transport means (1) in motion, or (2) in readiness for motion except in a designated parking area, or (3) on a roadway, but not in a designated parking area.

(g) Eligible Driver. An eligible driver for a Navy Safe Driving Award is any military or civilian person attached to

or employed by Naval Air Station Lemoore whose primary daily assignment is the driving of a Government-owned motor vehicle, temporary or collateral duty driver are not eligible to receive this award. Must drive for a full fiscal year without being involved in a preventable motor vehicle accident and without being found guilty of a traffic or safety rule violation (as defined in this instruction). If a driver is involved in a preventable motor vehicle accident and/or is found guilty of a traffic or safety rule violation during the fiscal year, he/she is disqualified for that year and must wait until the beginning of the next fiscal year to again start accruing a full year of safe driving performance. For a driver whose continuous record is interrupted by a disqualifying event, an award earned following the disqualification period will recognize all previous award years.

d. Department of the Navy Materials Handling and Construction Equipment (MH-CE) Operator's Safety Award

(1) Description. This award consists of a lapel emblem and a certificate signed by the Commanding Officer. It is awarded to military and civilian personnel for 12 consecutive months (fiscal year) of safe operation of materials handling and construction equipment. Both the certificate and emblem indicate the number of years of safe operation.

(2) Definitions

(a) Materials Handling Equipment. The term "materials handling equipment" includes all self-propelled weight lifting and materials handling equipment, including attachments when used in conjunction therewith.

(b) Construction Equipment. The term "construction equipment" includes all self-propelled equipment used in the construction, alteration, repair and maintenance of buildings, bridges, roads, or other kinds of real property, and includes all attachments used in conjunction therewith.

(3) Types of Equipment. Awards are available for the safe operations of the following types of equipment: fork trucks; warehouse cranes; elevating platform trucks; ram trucks; the road: freight handling); locomotive cranes (hoisting and portable engineers only); automotive cranes; portal tower cranes; overhead (traveling bridge) cranes; aircraft ground handling and servicing ("yellow") equipment; drag-lines; scrapers' bulldozers;



18 APR 1997

road rollers; graders and power shovels. Operators of jib cranes, deck winches, overhead bridge cranes, hoists, derricks, lawn mowers, floor washers and waxers and tiering machines are not eligible for this award.

(4) Criteria for Eligibility. Provisions and procedures governing the Navy Safe Driving Award detailed in this instruction also apply for MH-CE Awards.

(5) Eligible Activities. The following activities are eligible for the Naval Air Station Lemoore's Navy Safe Driving Award and MH-CE Awards.

(a) Air Operations Department

Field Support Division  
Fire Department  
Ground Electronics Division  
Operational Maintenance Division

(b) Public Works Department

Carpenter Branch  
Metal Trades Branch  
Air Conditioning and Refrigeration Branch  
Utilities Branch  
Emergency Services Branch  
Transportation Maintenance Branch  
Transportation Equipment Operation Branch  
Electrical Branch

(c) Supply Department

Mechanical Operations Branch  
Aircraft Services Branch  
Packing and Crating Branch  
Storage Branch  
Receiving and Delivery Branch  
Hazardous Minimization Center

(d) Morale, Welfare and Recreation Department

Auto Hobby Shop  
Earthcare Recycling Center  
Community Activities Division



18 APR 1997

(e) Navy Resale Activity

Maintenance

Food Service Department

(f) Aircraft Intermediate Maintenance Department

400 Division (Powerplants)  
500 Division (Airframes)  
600 Division (Avionics)  
700 Division (Armament)  
800 Division (AVN Equipment)  
900 Division (Support)

(g) Weapons Department

Missiles Branch  
Magazine Branch

(h) Security Department

Security (Safe Driving Awards only)